Procedures for Obtaining LEA Census Information
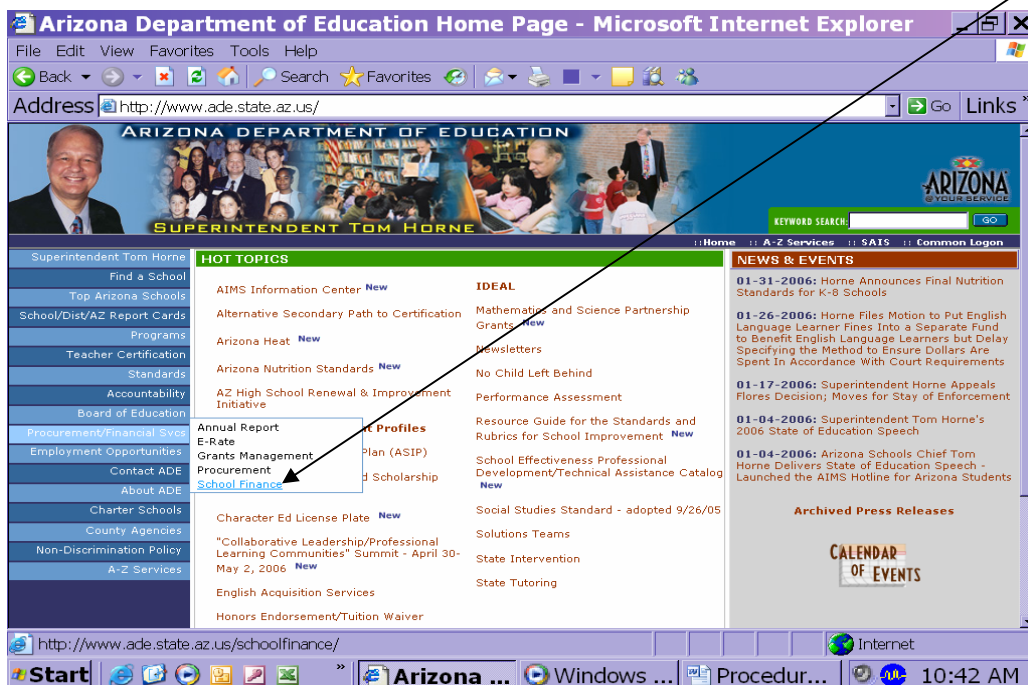# (SPED04-01 Report for all students by DOR)
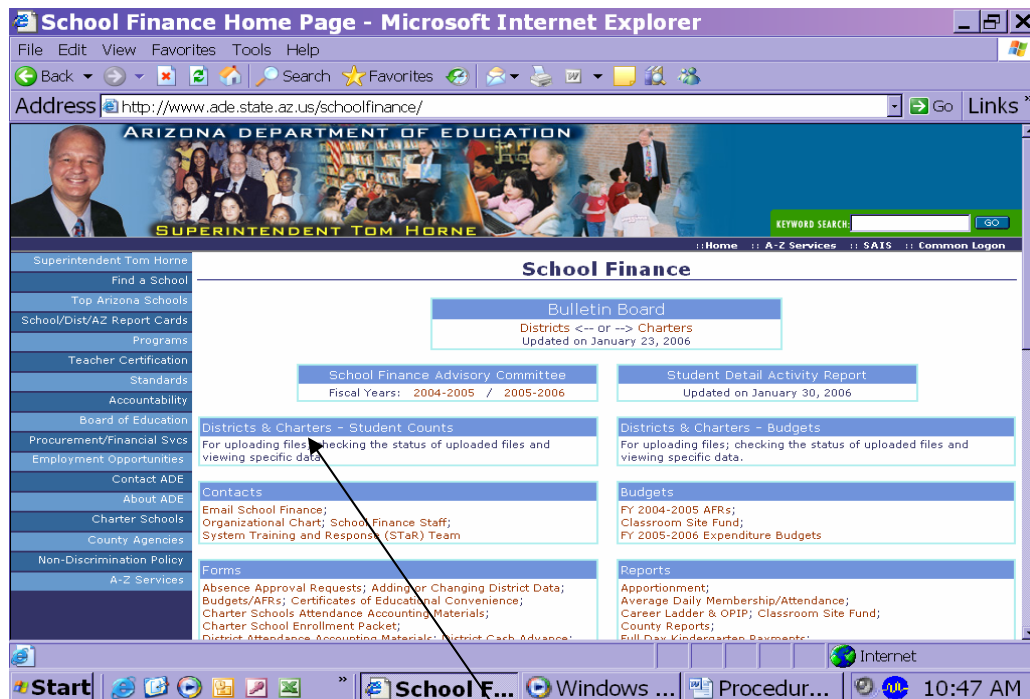
1) Sign on the Arizona Department of Education website http://www.ade.az.gov/.

Place cursor on Procurement/Financial Svcs, when the menu screen pops up select School Finance.
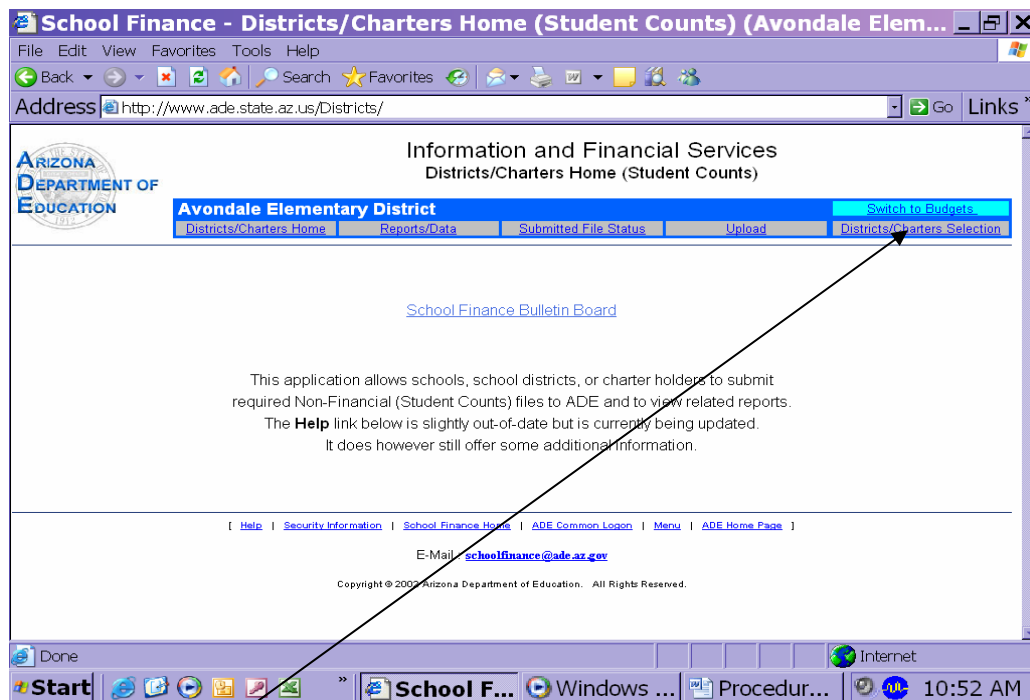
2) After a single left click, the following School Finance menu will be displayed.
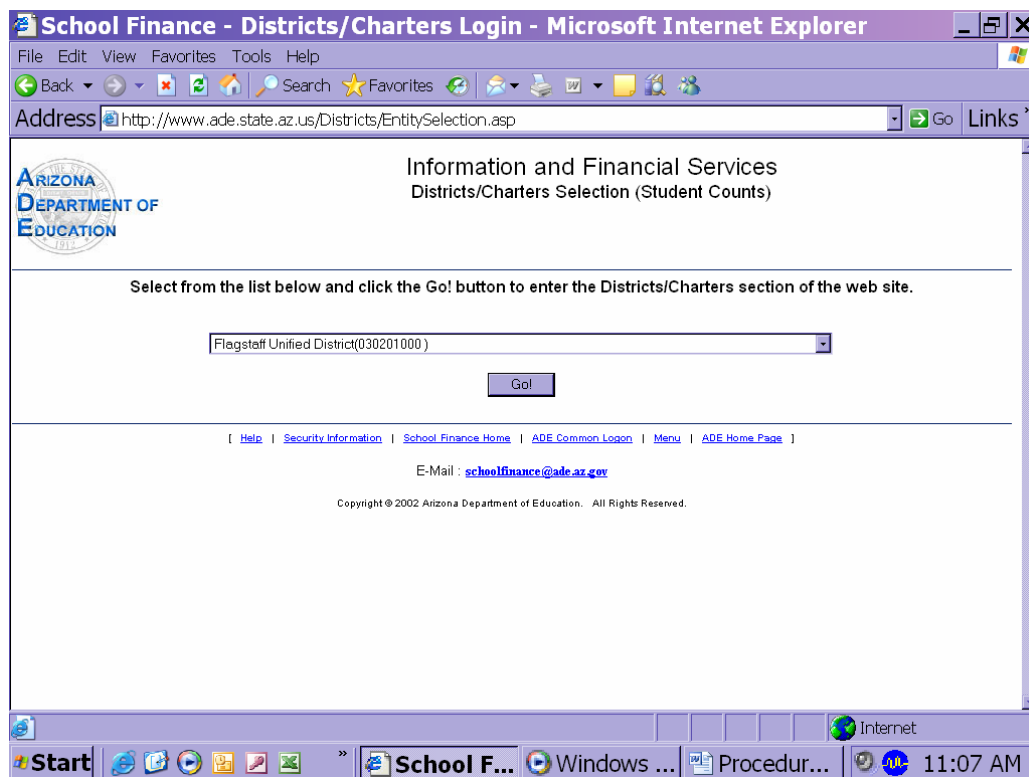

Scroll down, place cursor on Districts & Charters - Student Count & single left click.

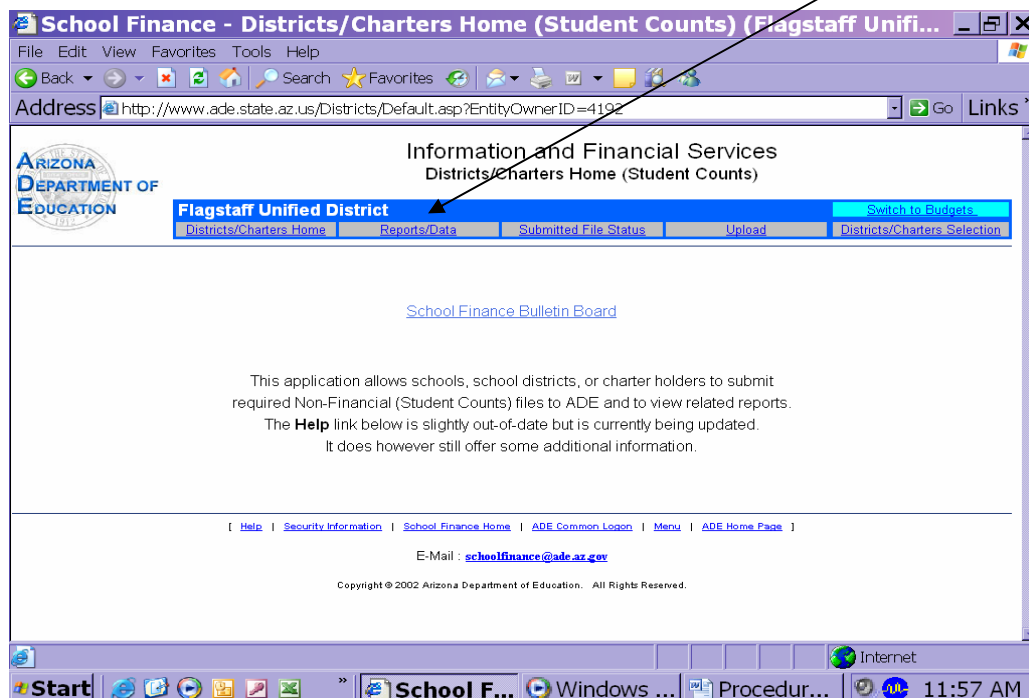3) The following Information & Financial Services home page menu will be displayed.

Place cursor on Districts/Charters Selections & single left click.

4) The following Districts/Charters Selection (Student Counts) menu will be displayed.
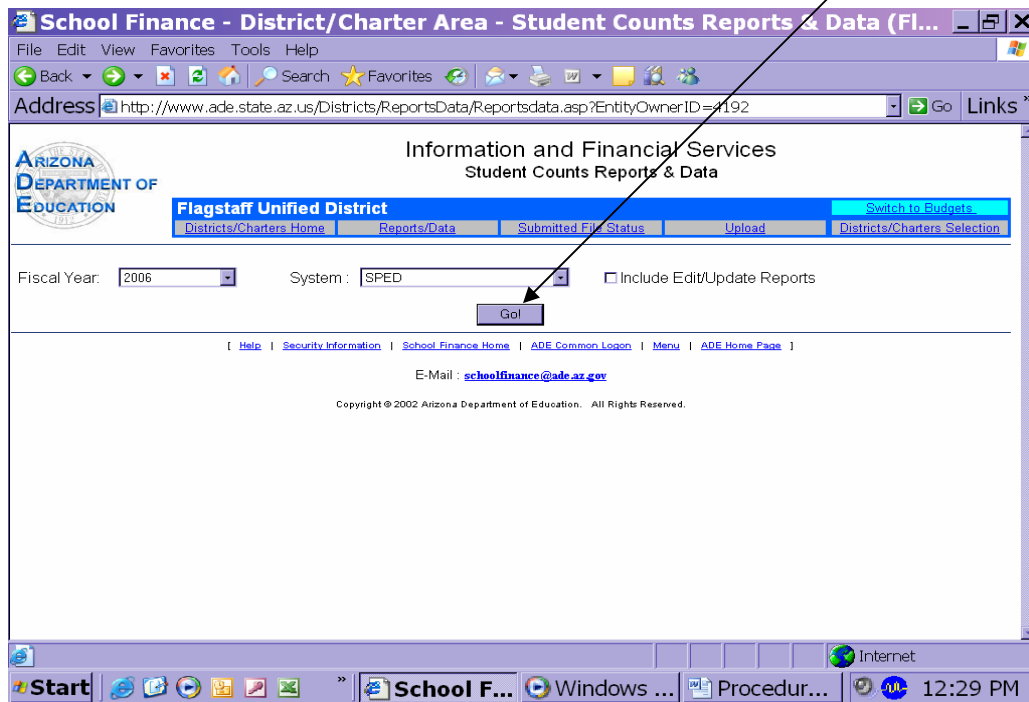

Right click on drop down box. Locate LEA by scrolling up & down through the list. Single left click on LEA to select. System will automatically return to Districts/Charters - Student Counts. Selection menu & LEA that was selected will be displayed in window.
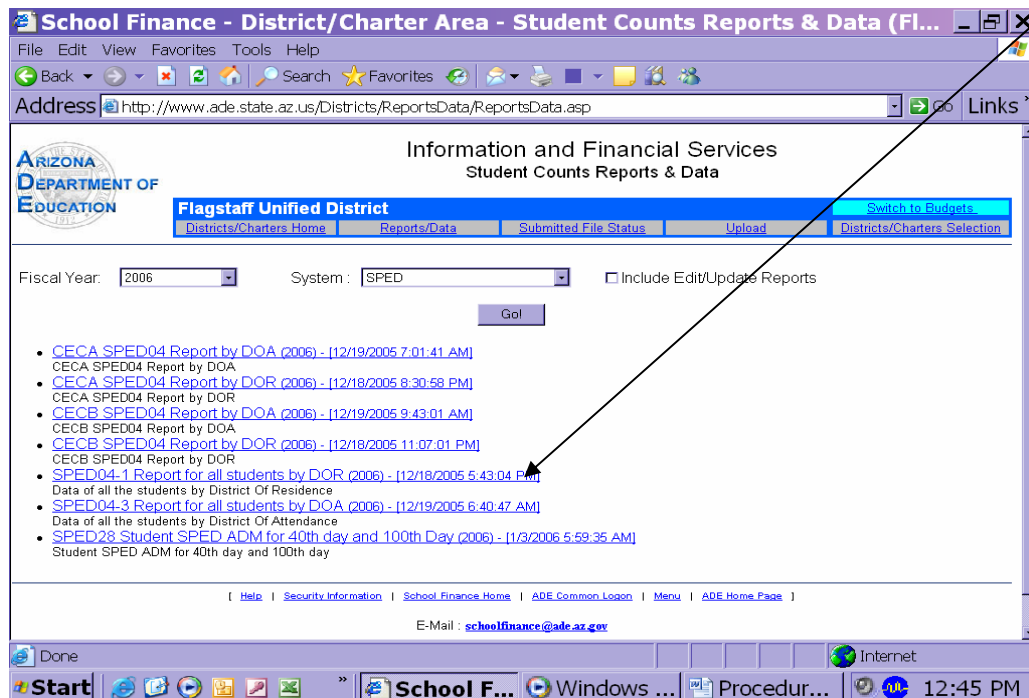Place cursor on GO button & single left click.

5) The system will display Districts/Charters home page for LEA selected. Place cursor on Reports/Data & single left click.

6) The following Information & Financial Services Student Counts Reports & Data menu will be displayed. Note: that the name of the LEA you are requesting census data for is displayed in the blue band above the menu selection buttons. Drop down boxes are provided so reports can be customized. For our purposes, select current fiscal school year & SPED system. Place cursor on GO & single left click.

7) A list of Current fiscal year SPED reports for the LEA previously selected is now displayed. Place cursor on SPED04-1 Report for all students by DOR & single left click.

8) The SPED04-1 Report for all students by DOR will be displayed as follows: